



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 31, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 1, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 15, 2018**. Applications will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE IV

Studies & Plans Engineer Squad Leader
Region 5/District 9/Program Development
Highways Project Implementation
Carbondale

Attachments
42460

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, February 15, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer IV	Salary:	\$5,800 - \$7,515*
Position Title:	Studies & Plans Engineer Squad Leader	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-59-303-00-01	IPR#:	42460

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 5/District 9/Bureau of Program Development/2801 W. Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for supervising staff in preparing design and environmental reports, construction plans and specifications for transportation improvements; and reviewing such reports, plans and specifications prepared by consultants.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional districtwide and statewide travel which may require overnight stays; and overtime

Desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Skill in the design of highways, streets and structures and in making completed engineering plans and specifications
- Working knowledge and training in structure design and CADD
- Thorough knowledge of departmental policies, procedures and specifications
- Ability to develop and maintain cooperative relationships with departmental staff and the public
- Ability to supervise the work of engineers and technicians
- Ability to assign, review and coordinate work performed by consultant staff
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 PM / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 4, 2015	POSITION:	Studies & Plans Engineer Squad Leader
APPROVED BY:	<u>Carrie Nelsen</u>	OFFICE/DIVISION:	Highways Project Implementation/ District 9/Program Development
CODE:	PW114-23-59-303-00-01	REPORTS TO:	Studies & Plans Engineer

Position Purpose

This position is accountable for supervising engineers and technicians in preparing design and environmental reports, construction plans, and specifications for transportation improvements, and for reviewing such reports, plans and specifications prepared by consultants.

Dimensions

Contract Value:	\$3 - \$40 Million
Annual Public Meetings Conducted:	1-3

Nature and Scope

This position reports to the Studies & Plans Engineer; however, based on staffing levels and operational needs, they may report to a Project Engineer, Bridge & Hydraulics Engineer, or Geometrics Engineer. There are no permanent subordinate positions; however, Studies & Plans Engineers and Technicians, along with temporary seasonal staff will be assigned as needed.

The incumbent supervises the preparation of reports which describe the scope, location, design, cost, and environmental impact of assigned transportation improvements. Further, the incumbent is responsible for preparing detailed construction plans for projects which are complex and entail difficult or unique features. Such projects require a high level of expertise and experience to accomplish. The incumbent may also supervise projects using conventional engineering practices but involving unusual design requirements, experimental or unconventional materials, and difficult coordination. The position is also responsible for tracking and reviewing the work of consultants and serves as liaison between the Department and consultants.

Typical problems include collecting and evaluating data with respect to a wide range of federal and state laws and departmental policies; identifying and resolving complex technical problems; completing plans and specifications in time to meet letting deadlines; and, ensuring that consultant plans are reviewed so that letting deadlines are met. The greatest challenge is for the incumbent to coordinate the efforts of the squad to prepare plans that are cost effective, safety oriented, acceptable to the public, environmentally suitable and aesthetically pleasing.

The incumbent personally identifies and evaluates alternate solutions to transportation problems; collects data and compares criteria to determine the scope of work required for the preferred alternative; obtains input from other agencies and the public through formal and informal meetings and hearings; contacts individual property owners; presents projects to federal and state representatives for their comment or approval; determines grade lines, alignments and drainage structure requirements; conducts pavement analysis; reviews patching surveys; prepares special details for complete designs; prepares general notes and special provisions; calculates or checks the quantities for all pay items; conducts field reviews before, during and after construction; contacts the Bureau of Project Implementation to keep abreast of current construction methods in materials; complies with the District

Quality Assurance/Quality Control (QA/QC) guidelines in plan preparation; and, monitors assigned consultants for compliance with their QA/QC plan.

The incumbent accomplishes objectives using three to five permanent and one to four temporary subordinates as assigned. The incumbent has broad latitude to resolve problems arising within his/her area of responsibility. S/he must act within established federal, state, and departmental regulations, policies and procedures. Controversial matters requiring special considerations of deviation from standard policies are discussed with superiors. This position requires a current IL Professional Engineer License; a valid driver's license; possible travel both within and outside the district, which could include overnight stays; and occasional overtime during evenings and weekends.

There are frequent internal contacts with the Land Acquisition Section regarding right of way issues, the Project Support Section to coordinate utility, railroad and agreement issues; the Bridge and Hydraulic Unit for drainage concerns; the Geometric Engineer for intersection improvements; and the Environmental Studies Manager for environmental impact considerations, seeding specifications, erosion control and wetland design. External contacts are with FHWA, county and municipal officials and various central office personnel.

The effectiveness of this position is measured by the quantity, quality, and timeliness of studies, plans, specifications and estimates prepared by the subordinates and consulting engineers assigned to the incumbent.

Principal Accountabilities

1. Prepare design and environmental reports that assure compliance with state and federal policies.
2. Prepare contract plans and specifications for a cost effective high quality transportation improvement.
3. Review reports and plans prepared by consulting engineers.
4. Coordinate public and interagency involvement.
5. Motivate, train and evaluate subordinate personnel.
6. Performs other duties as assigned.
7. Perform duties in compliance with departmental safety rules. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.